

STATE OF CALIFORNIA

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Date: September 5, 2000

PERSONNEL LETTER # 00-012
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: SEPTEMBER PAY PERIOD GENERAL SALARY INCREASE AND WORK WEEK
GROUP CHANGE-CIVIL SERVICE AND EXEMPT EMPLOYEES

Effective with the September 2000 pay period, DPA has authorized a general salary increase (GSI) for the majority of civil service and exempt classes/ranges.

In addition to the GSI, classes with Work Week Group (WWG) 4C will be changed to WWG E (Administratively Exempt) or WWG SE (Statutorily Exempt). Please refer to DPA Pay Letter #00-34, dated August 15, 2000 and DPA Exempt Pay Letters dated August 22, 2000 and August 31, 2000 for further information regarding the salary increase and WWG changes.

The salary increase and WWG changes will occur in two separate Employment History (EH) mass updates. However, some EH records will require manual processing for the employees who cannot be included in the mass updates (see below). The two mass updates will occur the evening of September 6, 2000.

(Note: The following does not apply to the DPA exempt teaching staff at the Department of Education Special Schools. Special instructions will follow at a later date.)

I. EH MASS UPDATE PROCESSES

The two mass updates will include active and on-leave employees as follows:

A. GEN Transaction Mass Update

The EH mass update process will include civil service and DPA exempt employees designated rank and file, supervisory, managerial, confidential and excluded (CBID of E (except casual employment and trade rate employees), E25, E48, E58, E59, E68, E78, E79, E97, E98 and E99). The employees will have an 08/31/00 (beginning of their September 2000 pay period) effective date GEN transaction posted to their EH records by the mass update process.

Statutory State Officers will have a 09/01/00 (beginning of their September pay period) effective date GEN transaction posted to their EH records by the mass update process.

B. 355 Transaction Mass Update

Civil service and DPA exempt employees in classes with WWG 4C will be changed to WWG E or WWG SE via the second mass update process. The employees will have an 08/31/00 effective date 355 transaction posted to their EH records. The mass update process will occur after the GEN transactions have been posted.

Turnaround (TAD) PARs will be issued from the two mass update processes. Only one TAD PAR will be generated for employees included in both the GSI and WWG mass updates. The TAD PARs will be released on a flow basis. PPSD will resolve any discrepancies resulting from the updates and the TAD PARs will be distributed to departments after the records are corrected. If a TAD PAR for an employee is not received within 10 days after receiving the majority of the TAD PARs for your department, please contact the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

II. EH MANUAL UPDATE PROCESSES

PPSD and departments will need to manually update the EH records of employees who cannot be included in the above mass updates.

A. PPSD

PPSD will manually update the EH records of the following employees beginning September 7, 2000:

- employees with plus salary rates;
- out-of-sequence records (i.e., EH records reflecting transactions with an effective date after 08/31/00 including employees who are on leave or separated on or after 08/31/00);
- employees who separated, without fault, effective prior to 08/31/00 with lump sum payments extending into/beyond the 09/00 pay period;
- Statutory State Officers affected by the WWG 4C to E change.

TAD PARs will be issued from the manual update process as the employees' EH records are updated.

B. Departments

Departments will need to manually update the EH records of employees meeting the following situations:

- Employees under the 9/12, 10/12 or 11/12 pay plan

If the employee is on work status as of 08/31/00, process an 08/31/00 effective date GEN transaction. When key entering the GEN transaction for a 9/12 or 11/12 employee, the new salary rate must be entered. If the salary rate is not entered, the rate will be computed incorrectly by the EH on-line system.

If the employee is not on work status as of 08/31/00, process a SAL transaction effective the date the employee returns to work status. Enter the new salary rate on the SAL transaction.

- Employees in the Special Consultant (class code 4660) or New Program Consultant (class code 4661) classifications

Process a GEN transaction as indicated in DPA Pay Letter #00-34. The GEN transaction can be posted on top of the 355 transaction for employees in these classes.

- Employees in the Brand Inspector classification (class code 0303) who have a various salary range (Item 350, Special Pay, Code V)

Submit an 08/31/00 effective date GEN transaction to PPSD due to special processing requirements. Also, the new rate must be entered on the GEN PAR transaction.

III. SPECIAL DOCUMENTATION/PROCESSING INSTRUCTIONS

A. EH

- Once the employees' EH records are updated, the 08/31/00 GEN transaction could create an 'out-of-sequence' condition. Salary rate, if allowed, must be entered on any new out-of-sequence transaction. Otherwise, the 08/31/00 GEN salary rate will be reflected on the transaction and could create an overpayment situation. Refer to the PAM Section 9 for further processing information.
- Transactions keyed prior to September 7, 2000 with an 08/31/00 effective date that need correcting must have the GSI Code 'O' entered on the corrected transaction to denote the old salary rate. Key enter the GSI Code 'O' as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code 'O' could result in an incorrect base salary rate (i.e., overpayment).
- The GSI salary rate for Bargaining Unit 06 employees in 7K ranges (alternate range J, K, L or M) is based on the GSI rate of the corresponding non-7K ranges (see Bargaining Unit 06 contract for further information). Due to the special calculation method, the GSI salary rate needs to be entered on any manually processed GEN transaction for 7K employees. In addition, the following situations may result that require additional processing steps:
 - . The calculated GSI salary rate may be below the new minimum or above the new maximum salary rate of the employee's class/range. Since an employee cannot be below the minimum or above the maximum salary rate for his/her class/range, enter the new minimum or maximum salary rate on the GEN transaction.
 - . The calculated GSI salary rate may equal the new maximum salary rate for an employee who was not at the maximum salary rate before the GSI. Per DPA, the employee's anniversary date should be changed to 'MAX'. As such, process a 330 transaction along with the GEN transaction to change the employee's anniversary date to 'MAX'.

For employees processed within the GSI EH mass update process, the above situations will occur. PSD will manually correct the affected employees' EH record by either processing a GENF transaction or a 330 transaction.

Should the department need to correct the GEN transaction, the salary rate must be entered on the GENC transaction. Failure to enter the salary rate will cause an audit error message to issue.

B. Payroll

For bi-weekly paid employees, the salary rate must be entered on the regular and overtime pay request transactions for the bi-weekly pay period A 09/00. Separate pay request transactions are required for each salary rate for which regular or overtime pay is to be paid. Please refer to PPM Section G026-028 for further information.

The time to be paid prior to 08/31/00 must be requested at the old salary rate and the time to be paid on and after 08/31/00 must be requested at the new salary rate.

IV. TELEPHONE CONTACTS

Questions regarding the salary increase/WWG changes and the EH/payroll processing information can be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary or WWG Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500
Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 CALNET 473-3081

RZ:LMC